

REQUEST FOR AUTHORIZATION TO PURCHASE

This form must be completed and approved prior to entering into any agreement for acquisition of services, products, or supplies that are to be paid for by the Governor. A separate form must be filled out for each vendor.

***** SECTION 1. TO BE COMPLETED BY REQUESTOR

REQUESTED BY: Myisha Robinson DATE OF REQUEST: 8/11/2017

ITEM DESCRIPTION: Lodging Fee

PURPOSE/JUSTIFICATION/SPECIAL PROJECT: Katherine Johnson Day

VENDOR: The Greenbrier

QUANTITY: _____ ESTIMATE: 199.00 TIME LIMITATIONS: _____

UNIT BUDGET NO.: 1880

TEAM LEADER (or DESIGNEE) APPROVAL:  DATE: _____

PURCHASE ORDER NO.: _____

APPROVED BY: _____ DATE: _____

Jason Pizatella, Deputy Chief of Staff

DATE: _____

***** SECTION 2. TO BE COMPLETED BY FISCAL OFFICER

CREDIT CARD PURCHASE: _____ DATE ORDERED: _____

PERSON ORDERING: _____

***** SECTION 3. TO BE COMPLETED BY TEAM LEADER OF ADMINISTRATION AFTER PAYMENT OF INVOICE

UNIT BUDGET NO.: _____ OBJECT CODE: _____

TRANSMITTAL NO.: _____ ACTUAL COST: _____



August 10, 2017

Ms. Myisha Robinson
c/o William White

ADVANCE DEPOSIT RECEIPT

Arrival: 08-26-17

Departure: 08-27-17

07-28-17 VISA xxxxxxxxxxxxxxxx [REDACTED] Exp. [REDACTED] 399.00 USD

Confirmation: 14282981

300 West Main Street, White Sulphur Springs, WV 24986 Telephone 304-536-1110 www.greenbrier.com



August 10, 2017

Mr. William White
[REDACTED]

ADVANCE DEPOSIT RECEIPT

Arrival: 08-26-17

Departure: 08-27-17

07-28-17	VISA xxxxxxxxxxxxxx [REDACTED]	Exp. [REDACTED]	399.00 USD
08-08-17	VISA xxxxxxxxxxxxxx [REDACTED]	Exp. [REDACTED]	-200.00 USD

Confirmation: 14282980